EMPLOYEE PROGRAMS AND BENEFITS

SALARY: $95,910 to $143,866 annually. SCAG typically hires at or below the mid-point, however, salary placement is dependent on experience and qualifications and may occur above the mid-point when warranted.

INSURANCE COVERAGE: Employees may choose from two HMO & two PPO CalPERS health plans and two dental plans. SCAG contributes $550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance in the amount of $150,000 is provided by SCAG. Short-term and long-term disability insurance plans are provided by SCAG.

RETIREMENT: Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife® 457 Deferred compensation plans are available and SCAG provides a match of 3% of yearly salary up to $3,500 per year.

HOLIDAYS: A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.

VACATION: Ten to twenty days per year.

SICK LEAVE: Employees accrue sick leave at the rate of one day per month.

HEALTH AND DEPENDENT CARE REIMBURSEMENT ACCOUNT: A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.

RIDESHARE/TRANSPORTATION INCENTIVE PROGRAM: SCAG pays up to $155 towards a monthly bus pass, vanpool or Metrolink pass and $35 per month for ridesharing. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month. A pre-tax parking plan is also available.

FLEXIBLE TIME/MODIFIED WORK WEEK: Employees may work a modified 9/80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

OTHER BENEFITS: Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited to a financial institution of the employee's choice. Tuition reimbursement up to $1,000 per year is provided for qualified courses. As authorized by the Executive Director, memberships in career-related organizations and conference attendance may be paid for by SCAG.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1910 • (213) 630-1493 fax • www.scag.ca.gov

NEXT REVIEW OF RESUMES IS: MONDAY, JUNE 5TH, 2006

All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written problem, oral presentation, panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager, and director positions are employed through an annual contract.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF ITS WORKFORCE.

SOUTHERN CALIFORNIA ASSOCIATION of GOVERNMENTS

THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) IS SEEKING A

# MANAGER OF INFORMATION TECHNOLOGY #269

$95,910 to $143,866 Annually

Hiring Range: $95,910 – $119,888 Annually
Final Filing Date: Open Until Filled
Next Review of Applications:
MONDAY, JUNE 5TH, 2006

A UNIQUE OPPORTUNITY TO . . .

Join an organization that represents the tenth largest economy in the world and largest planning agency in the nation. An organization with a Mission of Leadership, Vision and Progress, which promotes economic growth, personal well-being, and livable communities for all of Southern California.
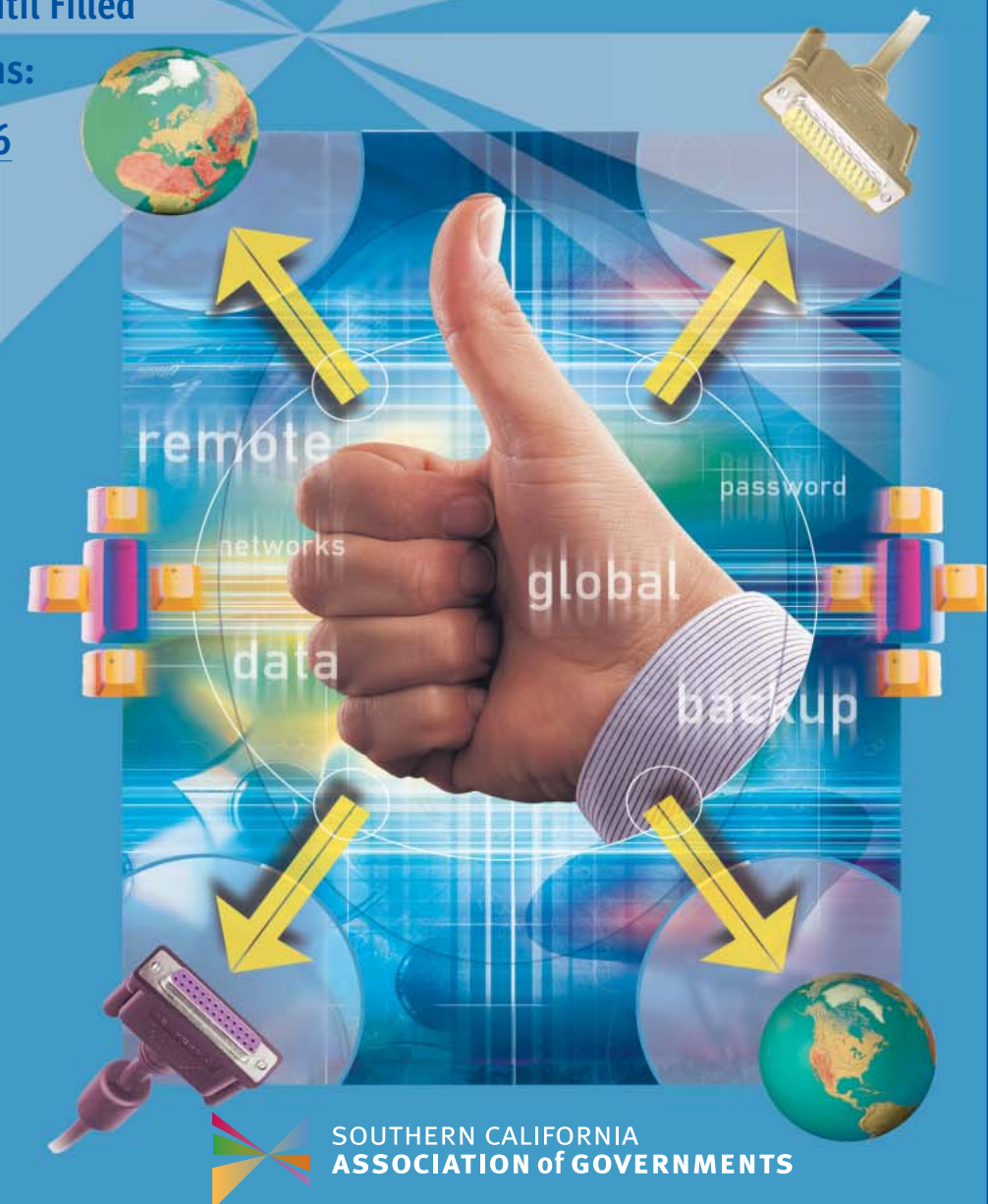
SOUTHERN CALIFORNIA ASSOCIATION of GOVERNMENTS

ABOUT THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Over forty years ago, cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a "continuing, cooperative, and comprehensive" regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, and 187 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially. Fueling these dramatic regional changes have been a doubling of the population from 8.4 million to 18 million people since SCAG's formation.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 160 of the 187 cities in the region are member agencies of SCAG. SCAG represents the 10th largest world economy and is the largest regional planning agency in the nation. As a result, the state and federal governments over the years have expanded SCAG's original mission by assigning additional regional policy setting responsibilities in the areas of transportation, air quality, housing, water quality, and solid waste disposal planning, among others.

Decision-making occurs through SCAG's Regional Council, a governing body composed of 77 city and county elected officials, transportation commissioners, and a Tribal Government representative. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation as well as with fourteen subregional Councils of Governments (COGs) that represent SCAG's member cities and counties.

SCAG is known to be a "window on the world" due to their responsibilities for planning for regional aviation, traffic congestion and air quality, population growth, housing, and the movement of goods in the largest regional planning area in the nation.

THE LOCATION

SCAG headquarters is located in bustling downtown Los Angeles in the former, beautifully refurbished, Barker Brothers Furniture Building and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. There are also four architecturally and musically acclaimed theater complexes. Los Angeles is home to such professional sports organizations as the L.A. Lakers, Dodgers, Clippers, Sparks, and the Kings. L.A. is easily accessible by Metrolink train, underground Metro, and bus.

THE IT DIVISION

Information Technology, a division of the Information Services Department, provides advanced technology management throughout the agency for computers, telephones, teleconferencing services, internet, intranet, extranet, and other business operations equipment. The Manager of Information Technology has management oversight for both staff and consultants. The division operates with an annual budget of $1.4 million. In the past year, the Division has upgraded the computing and telephone technology as part of a continuing Information Technology Strategic Plan. The Information Technology Division is a service and support unit for all SCAG departments.

THE POSITION

The Manager of Information Technology reports to the Director of Information Services. The resource and governance approach of the division is currently under review and the Manager of IT is expected to make significant recommendations on the future of the division. SCAG's vision includes utilizing technology to meet increasing core business requirements, improving access to and utilization of information, and increasing information services to its staff of 120 and nearly 170 member jurisdictions. The Manager of IT will be responsible for defining subsequent phases of the Information Technology Strategic Plan relating to:

(1) IT Infrastructure – The division is responsible for upgrading and expanding the technology infrastructure to meet current and future needs. The IT environment includes centralized file storage and backup, database servers, web hosting servers, a parallel processing cluster, 150 desktop PCs operating Microsoft products (Exchange, Office, Access/SQL), Unix-based

workstations, Cisco phone switches, internet connectivity, e-mail services, local area network, network security and virus defense, and remote access, virtual private networking and terminal services. The main Los Angeles office is connected to the satellite Riverside office via T1 data/voice communications.

(2) Applications – The agency operates several dozen core business applications in support of agency and departmental operations. These include finance and accounting software, geographic information systems, communications management system, travel simulation modeling, document management systems, statistical analysis, and several database applications.

(3) Technical Services – The division is responsible for the technical administration of the Agency web site. This includes the development of customized web applications in support of organizational objectives and access to the agency's databases. Various core business functions are being considered for internet access including database applications, geographic information systems, and travel simulation modeling.

STRATEGIC PLANNING

SCAG has completed 3 phases of a four-phase IT Implementation Plan. This has included the network backbone, cabling, racks/switches/firewall, desktop computers, operating software, server software, and a VOIP telephone system. The Manager of IT will be responsible for subsequent strategic planning including consideration of emerging information technologies to core business functions, internal and external information dissemination, and shared services involving SCAG's membership. It will also consider the best deployment of resources for the agency including staffing, technology substitution, and outsourcing.

ORGANIZATIONAL DEVELOPMENT

The Manager of IT will lead the IT Division efforts in the following:

- Project Planning and Scheduling
- Application Development and Deployment
- Day-to-Day Service Management
- SCAG Governance of IT Initiatives
- Staff Technology Training and Development Planning
- IT Performance Measurement and Security
- Information Technology Strategic Plan

QUALIFICATIONS

Ideal Candidate Traits

- Highly motivated and experienced IT professional with a substantial record of accomplishment at the management level in strategic planning and technology implementation
- Well organized, detail-oriented, and an effective project manager
- A commitment to providing quality customer service to SCAG and community/stakeholders
- Strong leadership, team building, communication, problem solving, and management skills
- Demonstrated record of working effectively across all levels of an organization in leadership positions, preferably in the public sector

Background, Education and Experience:

A Bachelor's degree in information technology, business, engineering, mathematics, or a related discipline is required and a Master's degree is preferred

Equivalent to eight years of responsible information technology experience including four years of management and supervisory experience is required

Knowledge of:

- Operational characteristics, services and activities of an IT department
- Organizational and management practices as applied to the analysis and evaluation of IT programs, policies and operational needs
- Databases and programming
- Advanced project management principles and concepts
- Budget preparation and administration
- Principles of supervision and management, training and performance evaluation

Ability to:

- Provide administrative and professional leadership and direction for the IT Division
- Manage, direct, and coordinate the work of professional and technical personnel
- Identify and respond to stakeholder issues, concerns, and needs
- Analyze problems and identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Prepare and administer budgets
- Prepare clear and concise administrative and financial reports
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to contracts and purchasing programs and functions
- SAP software knowledge and operation is helpful
- Establish, maintain and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work
- Travel to different sites and locations
- Possession of, or ability to obtain, an appropriate, valid driver's license